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23 March 1976

OFFICE OF FINANCE NOTICE NO. 10-76

FROM : Thomas B. Yale
Director of Finance

SUBJECT : MF Career Sub-group Board and Panels

RESCISSION: Office of Finance Notice No. 20-12-74, dated 6 June 1974

1. The Office of Finance personnel management and evaluation structure consists of a MF Career Sub-group Board and eight Evaluation Panels. The responsibilities and membership of the Career Sub-group Board and Evaluation Panels are described as follows:

a. MF Career Sub-group Board

The MF Career Sub-group Board is responsible for monitoring the application and functioning of the Agency personnel program as it applies to Finance personnel consistent with subparagraph b. of Headquarters Regulation

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The Board acts in an advisory capacity and makes recommendations to the Director of Finance as Head of the MF Career Sub-group of the DDA Career Service. Within this context, the Board's responsibilities include: the development of personnel management plans; the formulation of training and career development policies; the consideration of careerists for promotion; the competitive evaluation of all careerists in Grade GS-15 and the preparation of the GS-15 Comparative Evaluation List; the review and, as appropriate, modification of the Comparative Evaluation Lists prepared by the eight Evaluation Panels and consideration of recommendations made by them; the initiation and/or evaluation of recommendations for Honor and Merit Awards for careerists; recommendations for actions designed to ensure the effective utilization of the Office of Finance personnel resources; and such other related functions as may be directed by the Director of Finance.

The MF Career Sub-group Board will consist of a Chairman, five members and an Executive Secretary. The Board members will be appointed by the Director of Finance who will also designate the Board Chairman. At least two but not more than three members will be selected from among senior officers serving in key assignments in the Office of Finance. The remaining members will be selected from Finance personnel serving in key assign-

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ments in other Agency components. The Executive Officer, Office of Finance, will serve as Executive Secretary and nonvoting member of the Board and will provide staff support as required. The Board will meet at the call of the Chairman usually at least quarterly but in any case no less frequently than semi-annually.

b. Evaluation Panels

(1) Panel #1

This Panel is responsible for the competitive evaluation of all Finance personnel in Grade GS-14 and for the preparation of a Comparative Evaluation List for submission to the MF Career Sub-group Board.

Panel #1 will consist of a Chairman, five (or six) members in Grade GS-15 (or above) including at least two but not more than three from personnel assigned to the Office of Finance and the Executive Officer, Office of Finance, as Secretary and voting member.

(2) Panel #2

This Panel is responsible for the competitive evaluation of Finance personnel in Grade GS-13 and for the preparation of a Comparative Evaluation List for submission to the MF Career Sub-group Board.

Panel #2 will consist of the Executive Officer, Office of Finance, as permanent Chairman, five (or six) members in Grade GS-15, including at least two but not more than three from personnel assigned to the Office of Finance, and a nonvoting Secretary from the Support Staff, Office of Finance.

(3) Panel #3

Panel #3 is responsible for the competitive evaluation of all Finance personnel in Grade GS-12, and for the preparation of a Comparative Evaluation List for submission to the MF Career Sub-group Board.

Panel #3 will consist of the Executive Officer, Office of Finance, as permanent Chairman, four (or five) members in Grade GS-14, including at least two from personnel assigned to the Office of Finance, and a nonvoting Secretary from the Support Staff, Office of Finance.

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(4) Panel #4

Panel #4 is responsible for the competitive evaluation of all Finance personnel in Grades GS-11 and GS-10 for the preparation of Comparative Evaluation Listings for submission to the MF Career Sub-group Board.

Panel #4 will consist of the Executive Officer, Office of Finance, as permanent Chairman, four (or five) members in Grade GS-13, including at least two from personnel assigned to the Office of Finance, and a nonvoting Secretary from the Support Staff, Office of Finance.

(5) Panel #5

Panel #5 is responsible for the competitive evaluation of all Finance personnel in Grades GS-09 and GS-08 and for the preparation of Comparative Evaluation Listings for submission to the MF Career Sub-group Board.

Panel #5 will consist of the Executive Officer, Office of Finance, as permanent Chairman, four (or five) members in Grades GS-12 and GS-13, including at least two from personnel assigned to the Office of Finance, and a nonvoting Secretary from the Support Staff, Office of Finance.

(6) Panel #6

Panel #6 is responsible for the competitive evaluation of all Finance personnel in Grade GS-07, and for the preparation of a Comparative Evaluation List for submission to the MF Career Sub-group Board.

Panel #6 will consist of the Executive Officer, Office of Finance, as permanent Chairman, four (or five) members in Grades GS-11 and GS-12, including at least two from personnel assigned to the Office of Finance and a nonvoting Secretary from the Support Staff, Office of Finance.

(7) Panel #7

Panel #7 is responsible for the competitive evaluation of all Finance personnel in Grades GS-04 thru GS-06 and for the preparation of Comparative Evaluation Listings for these grades for submission to the MF Career Sub-group Board.

Panel #7 will consist of the Personnel Officer, O-Finance as permanent Chairman, four (or five) members in Grades GS-10 and GS-11 including at least two from personnel assigned to the Office of Finance, and a nonvoting Secretary from the Support Staff, Office of Finance.

(8) Panel #8

Panel #8 is responsible for the competitive evaluation of all Office of Finance personnel in the secretarial/clerical field in Grades GS-07 and below and for the preparation of a Comparative Evaluation List for these grades for submission to the MF Career Sub-group Board.

Panel #8 will consist of the Executive Officer as the permanent Chairman, and four Division/Staff Chiefs of the Office of Finance.

The individual Evaluation Panels also are responsible for making recommendations to the MF Career Sub-group Board relating to the assignment, promotion, rotation, training, and for making suggestions for improving overall personnel management matters. In addition, the Panels are responsible for identifying specifically the marginal employees who are to receive notification and counseling with respect to what they must do to improve their competitive standing.

The Panel members will be appointed by and will serve at the discretion of the Director of Finance. Appointment will be for a period of one year and Panel members generally will not be permitted to serve for more than two consecutive years.

The Panel members will be selected based on their knowledge of the various finance functions within the career sub-group and the knowledge of the individuals performing these functions. Characteristics considered in the selection of the panel members include (1) use of sound judgement, (2) resourcefulness, (3) effectiveness in personal relationships, (4) perceptiveness, (5) effectiveness in evaluations as a Rating Officer.

The Panels will meet at the call of the Chairman, but in any case no less frequently than annually. Meetings normally will be scheduled to follow the Fitness Report closing date for the personnel being evaluated.



Thomas B. Yale

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